



FIRE DEPARTMENT FIRE PREVENTION SENIOR CLERK

Unit: AFSCME II

Reporting To: Fire Chief or designee

Wages: \$859.85/weekly

Hours: 35 Hours, Monday – Friday

Location: Public Safety Building, 1 Adelaide Street

Application Deadline: Open Until Filled

Definition

The Fire Prevention Senior Clerk position is responsible for providing higher level clerical support of a more-than-ordinary-difficulty for department heads and staff.

Essential Functions

Working under the supervision of the Fire Chief and/or designee:

- Schedules the Fire Prevention Officer for appointments that include, but are not limited to, inspections, walk-throughs, and permitting with all commercial properties, schools, senior living facilities, and residential properties.
- On a daily basis, determines and prepares permits for town businesses for the Fire Prevention Officer for businesses that are due to renew permits.
- Processes incoming permits for residential permits such as oil burner and tank installations and removals and propane installations. Schedules Fire Prevention Officer to inspect and complete said permits.
- Obtains proper payments for permits and records payment in IMC and department ledger.
- Schedules all Wilmington public and private school fire drills. May be required to attend and assist the Fire Prevention Officer with drills.
- Assists and attends Fire Prevention Week events at Wilmington Schools as directed by the Fire Prevention Officer.
- Research and schedule commercial properties in Wilmington that have not been previously scheduled for yearly inspections and permits.
- Assists the Deputy Chief with updating contact information for Wilmington businesses which may include general contacts, alarm companies and building owners.
- Assists the Deputy Chief with scheduling walk-throughs and inspections of Wilmington businesses. Assists the Deputy with any other tasks needed.
- On a daily basis, enters NFIRS information for all emergency calls for the Department. Communicates and follows up with Shift Lieutenant's to ensure report completion. Sends month-end NFIRS report to the State.
- Greet visitors and customers, answer the telephone and general emails, answers basic questions and provide general information.
- Provides back up support to the Department Senior Clerk as necessary which will include but is not limited to payroll and attendance functions, scheduling 26F inspections, scheduling outside details, invoice processing, other permit processing, billing, and any other Department issues that may arise.
- Supports the Chief of the Department as necessary in absence of the Department Senior Clerk.
- Maintain department files in an orderly manner, file documents, and retrieve documents from files as requested.
- Perform other similar tasks or related works as assigned by the department head and designee.

Minimum Qualifications

- High School diploma.
- A minimum of two years of clerical or administrative experience in a customer service or municipal setting, or any equivalent combination of experience and education.

- Experience with IMC, Ambupro, and permitting is preferred.
- Ability to provide excellent customer service and work effectively with the public.
- Experience with Microsoft Office products and ability to effectively utilize Word, Excel, PowerPoint, and other standard administrative software.
- Ability to communicate effectively with others, orally and in writing.
- Ability to exercise initiative and use good judgment, work with limited direction in the completion of tasks and assignments.
- Ability to organize and perform multiple tasks effectively.

Job Environment

Work is generally performed inside a building. Work environment is characteristic of an office environment, with even walking surfaces and generally low noise levels. Noise levels may be elevated during certain programs or performances that may be scheduled in the building. ***May be required to attend events/drills/inspections at schools and facilities within the Town. This may result in contact with children, seniors, and business professionals.***

Physical Requirements

The work is generally of an intellectual nature. While performing the functions of this job, the employee is required to stand and sit for prolonged periods. Frequently required use hands to finger, handle, or feel objects; reaches with hands and arms, bends, stoops, kneels, and/or crouches. Specific vision abilities required include close and medium distance vision and the ability to adjust focus. Must be able to hear normal sounds, distinguish sound as voice and communicate through human speech. Required to lift and carry equipment and supplies weighing up to 50 pounds. This position requires the ability to operate a keyboard, computer mouse, telephone, fax, copier, writing tools, scissors, and other standard office equipment.

EOE

To Apply:

Submit resume, cover letter and **completed application** to:

Town Manager's Office
Attn: Assistant Town Manager/Director of Human Resources
121 Glen Road
Wilmington, MA 01887

or via email at:

jobs@wilmingtonma.gov

If submitting by email please use "Position: Fire Prevention Senior Clerk" in the subject. Resume, cover letter and **completed employment** application may be attached as a PDF to the email. Please note, we will not reformat or fix formatting issues if sending electronically and in a file type other than PDF.